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**Western Sydney RTO 90221**

**Regional Learning and Assessment Strategy**

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| Course Details: | | HOSPITALITY – Cafe skills | | Delivery Site | | |  | | |
| Target qualification outcome from this course of training: | | SIT20207 Certificate II (Cafe Skills) | | Name(s) of Teacher/Trainer/Assessor | | |  | | |
| This course is drawn from (training package): | | HOSPITALITY SIT20207 V2.3 | | Course commences: Course concludes: | | | **2012-2012 cohort** | | |
| **Units of Competency included in this course:** | | | | Qualification  Core | Qualification  Elective | Qualification  Elective | | Pre-requisite Unit(s) | Co-requisite Unit(s) |
| **Code** | **Name** | | HSC hours | BOS Compulsory | BOS Compulsory | BOS Elective | |
| SITXCOM001A | Work with colleagues & customers | | 10 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SITXCOM002A | Work in a socially diverse environment | | 10 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SITXOHS001B | Follow health, safety & security procedures | | 15 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SITXOHS002A | Follow workplace hygiene procedures | | 10 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SITXENV001A | Participate in environmentally sustainable work practices ( import) | | 15 | **🞎** | **🗹** | **🞎** | | NIL |  |
| SITHIND001B | Develop & update hospitality industry knowledge | | 20 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SITXCOM004A | Communicate on the telephone | | 5 | **🞎** | **🞎** | **🗹** | | NIL |  |
| SITHACS006B | Clean premises and equipment | | 10 | **🞎** | **🗹** | **🞎** | | NIL |  |
| SITHFAB003A | Serve food and beverage to customers | | 30 | **🞎** | **🗹** | **🞎** | | SITXOHS002A |  |
| SITHFAB010C | Prepare and serve non alcoholic beverages | | 15 | **🞎** | **🗹** | **🞎** | | SITXOHS002A |  |
| SITXFSA001C | Implement food safety procedures | | 15 | **🞎** | **🗹** | **🞎** | | SITXOHS002A |  |
| HLTFA301B | Apply first aide (outsourced) | | 20 | **🞎** | **🞎** | **🗹** | |  |  |
| SITHFAB012B | Prepare and serve espresso coffee | | 15 | **🞎** | **🞎** | **🗹** | | NIL |  |
| SITXINV001A | Receive and store stock | | 10 | **🞎** | **🞎** | **🗹** | | NIL |  |
| SITHIND002A | Apply hospitality skills in the workplace | | 30 | **🗹** | **🞎** | **🞎** | | NIL |  |
| SIRXCCS001A | Apply point of sale handling procedures | | 20 | **🞎** | **🞎** | **🗹** | | NIL |  |
| SITXADM002A | Source and Apply Information | | 10 | **🞎** | **🞎** | **🗹** | | NIL |  |
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|  | Make up a total of 240 hours indicative from a possible 260 | | 240 |  |  |  | |  |  |

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| **Relationship of this course to full qualifications and higher level qualifications** | |
| If this course leads only to a Statement of Attainment, describe the HSC-accredited options for students to qualify for the full AQF qualification. | **N/A** |
| Describe the available pathways from this course for students to qualify for **higher** level AQF qualifications. | **Statement of Attainment towards Certificate II Hospitality SIT20307 Kitchen Operations**  **Statement of Attainment towards Certificate III Hospitality SIT30707**  **Statement of Attainment towards Certificate III Hospitality SIT30807 Commercial Cookery**  **Statement of Attainment towards Certificate III Hospitality SIT31007 Catering Operations** |

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| **About the Learners** | |
| The clients for this course are senior secondary students who are undertaking this course as one of their Higher School Certificate electives.  The students may have varied previous experiences in related industry workplaces and in related areas of school and other studies. They will therefore bring a variety of background knowledge and skills to this course.  They may have chosen the course:   * to gain certificate qualifications leading to further study or employment in this industry * to gain skills to support their learning across other learning areas * to gain skills that will enhance general employment opportunities * to gain skills as part of a Life Skills program (for students with special learning needs)   They may be School-based Trainees, undertaking this course as all or part of the formal training component of their school-based traineeship. | Are there School-based Trainees in the class? (🗹)  🞎 NO 🞎 YES  Are there School-based Apprentices in the class? (🗹)  🞎 NO 🞎 YES |
| Students with special education needs may require adjustments to learning and assessment strategies as well as additional time to demonstrate the required level of competence. Reasonable adjustment should be based upon the individual student’s needs and abilities. They may require extended time and additional support, both off the job and in the workplace.  Reasonable adjustments to delivery and assessment are appropriate provided they conform to the industry competency standards as expressed in the SIR07 Training Package.  Further information is available in the document - Stage 6 Industry Curriculum Frameworks Support Document for Students with Special Education Needs (2005) | Are there students with special needs in the class? (🗹)  🞎 NO 🞎 YES  Yes, complete section below. |
| **Notes on specific student circumstances and needs in this class:** | **Notes on specific provisions for these students:** |
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| **Validation of Assessment** |
| Western Sydney Region has a 3 level approach to the validation of assessments.  **Level One - Validation within School/Faculty Delivery Site**  **Level Two - Validation across delivery sites**  **Level Three Validation across other RTOs**  **The Regional Validation Policy and proformas provides more detail** |

**Scope and Sequence of Learning and Assessment**

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| **Overview – Duration and Organisation** | | | | | | |
| This course is normally delivered over seven (7) school terms. Students must undertake at least 70 hours of structured workplace learning (**work placement**) in order to meet Board of Studies requirements. This workplace learning is also an important opportunity for students to demonstrate workplace competence against knowledge and skills gained and demonstrated in the classroom environment. | | | | | | |
| **Scope and Sequence Option 1 including First Aide** | | | | | | |
| **Course Structure** | | | | | | |
| **Term** | **Theme for Learning** | **Units of Competency addressed:** | | | **Assessment:** | |
| **Code** | **Title** | **Hrs** | **Evidence gathering techniques:** (🗷) | **Specific Assessment Tools:** |
|  |  | | | | | |
| 1 |  | SITXOHS001A | Follow Health Safety and Security Procedures | 10 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXCOM001A | Work with Colleagues and Customers | 15 |
| SITXOHS002A | Follow workplace Hygiene Procedures | 10 |
|  |  | | | | | |
| 2 |  | SITXENV001A | Participate in an environmentally sustainable industry | 15 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITHFAB010A | **Prepare and serve non-alcoholic beverages** | 15 |
| 3 | Suggested that work placement occur during this term. | SITXCOM004A | Communicate on the Telephone | 5 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITHFAB012A | Prepare and Serve Espresso Coffee | 15 |
| SITHFAB003 | **Clean Premises and equipment** | **10** |

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| 4 | Suggested that second period work placement occur during this term. | SIRXCCS001A | Apply point of sale handling procedures | 15 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXFSA001C | **Implement Food Safety Procedures** | 15 |
|  |  | | | | | |
| 5 |  | SITINV001A | Receive and store stock | 10 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXCOM002A | Work in a Socially Diverse Environment | 10 |
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|  |  | | | | | |
| 6 |  | SITHFAB003A | **Serve Food and Beverage to Customers** | 30 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: | Apply first aide can be co-delivered by another RTO such as Royal Life Saving Society. |
| HLTFA301B | Apply First Aide (OUTSOURCED) | 20 |
|  |  | | | | | |
| 7 |  | SITHIND001A | Develop and Update Industry Knowledge | 20 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| **SITHIND002A** | **Apply Hospitality skills in the workplace**  **( INDICATIVE HOURS OVER THE WHOLE COURSE)** | 30 |

**OR Scope and Sequence Option 2 without First Aide**

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| **Course Structure** | | | | | | |
| **Term** | **Theme for Learning** | **Units of Competency addressed:** | | | **Assessment:** | |
| **Code** | **Title** | **Hrs** | **Evidence gathering techniques:** (🗷) | **Specific Assessment Tools:** |
|  |  | | | | | |
| 1 |  | SITXOHS001A | Follow Health Safety and Security Procedures | 10 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXCOM001A | Work with Colleagues and Customers | 15 |
| SITXOHS002A | Follow workplace Hygiene Procedures | 10 |
|  |  | | | | | |
| 2 |  | SITXENV001A | Participate in an environmentally sustainable work practices | 15 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITHFAB010A | **Prepare and serve non-alcoholic beverages** | 15 |
| 3 | Suggested that work placement occur during this term. | SITXCOM004A | Communicate on the Telephone | 5 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITHFAB012A | Prepare and Serve Espresso Coffee | 15 |
| SITHFAB003 | **Clean Premises and equipment** | **10** |

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| 4 | Suggested that second period work placement occur during this term. | SIRXCCS001A | Apply point of sale handling procedures | 15 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXFSA001C | **Implement Food Safety Procedures** | 15 |
|  |  | | | | | |
| 5 |  | SITINV001A | Receive and store stock | 10 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| SITXCOM002A | Work in a Socially Diverse Environment | 10 |
|  |  | SITADM002A | Source and Apply Information | **10** |  |
|  |  | | | | | |
| 6 |  | SITHFAB003A | **Serve Food and Beverage to Customers** | 30 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: | . |
|  |  | | | | | |
| 7 |  | SITHIND001A | Develop and Update Industry Knowledge | 20 | 🞎 Folio of Work 🞎 Scenarios  🞎 Teacher Observation 🞎 Journal  🞎 Teacher Questioning 🞎 Workplace Reporting  🞎 Written Test 🞎 Product Marking  🞎 Other: |  |
| **SITHIND002A** | **Apply Hospitality skills in the workplace**  **( INDICATIVE HOURS OVER THE WHOLE COURSE)** | 30 |

**Specific Assessment and Resourcing Requirements**

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| **Specific Assessment Requirements** | | | |
| The following units of competency must be assessed in a specific environment (eg workplace) | **Code** | **Title** | **Specific Environmental Requirement (as summarised from competency units)**  Assessment **must** ensure: |
| SITHIND002A | Apply Hospitality Skills in the Workplace | • demonstration of skills within a fully-operational hospitality environment, including industry-current equipment and actual products and services as described in Appendix 1 of this Syllabus  • presence of industry-realistic conditions such as commercial ratios of customers to staff. |
| SITHFAB003A | **Serve Food and Beverage to Customers** | • access to authentic food and drink items  • demonstration of skills within normal operating conditions of a commercial food and beverage operation, including industry current equipment as follows:  - tables and chairs  - condiments  - counter or waiter’s station |
| SITINV001A | Receive and store stock | • receipt, storage, rotation and maintenance of stock items within an operationally realistic tourism or hospitality stock control environment  • use of current technology, equipment, |
| SITHIND001A | Develop and Update Industry Knowledge | • that the candidate has accessed appropriate computers, printers and communication technologies to facilitate the processes involved in sourcing industry information  • access to information sources in order to conduct research and collect sufficient information  • access to industry association membership |
| SITXENV001A | Participate in an environmentally sustainable work practices | • project or work activities that show candidates’ ability to participate in environmentally sustainable work practices within operationally realistic service industry environments and within the context of the particular industry sector and business type in which they are working or seeking work  • access to current regulatory documents distributed by key federal, state or territory, and local government agencies such as plain English legislative publications  • access to industry codes, standards and accreditation scheme documentation that outline principles and practices for environmental sustainability and resource-efficient approaches  • access to organisational policies and procedures that relate to resource usage, measurement and reporting and general environmental sustainability practices. |
| SITXOHS001A | Follow Health Safety and Security Procedures | • project or work activities that show candidates’ ability to apply safe working practices within the context of the particular industry sector and job role in which they are working or seeking work; for those undertaking generic pre-employment training, assessment must cover a range of industry contexts to allow for a broad range of vocational outcomes  • use of the current plain English regulatory documents distributed by the local OHS regulatory authority, any codes of practice and standards issued by regulatory authorities or industry groups, and OHS information and business management manuals issued by industry associations or commercial publishers  • use of current commercial policies and procedures and template documents used for the management of OHS practices. |
| SITXOHS002A | Follow workplace Hygiene Procedures | • access to current regulatory documents distributed by key federal, state or territory, and local government agencies such as plain English legislative publications, codes and standards outlining food safety requirements  • access to hygiene policies and procedures  • project or work activities that show candidates’ ability to apply good hygiene practices within the context of the particular industry sector in which they are working or seeking work; for those undertaking generic pre-employment training, assessment must cover a range of industry contexts to allow for a broad range of vocational outcomes  • use of real products, materials and equipment. |
| SITXFSA001C | **Implement Food Safety Procedures** | • access to a fully equipped industry realistic food preparation environment, such as a commercial kitchen, catering production line, or food preparation area of a food outlet using the full range of equipment currently used in the service industries to store, prepare, display, serve and dispose of food  • access to current regulatory documents distributed by key federal, state or territory, and local government agencies, such as plain English legislative publications, and codes and standards outlining food safety requirements  • access to a food safety program inclusive of policies and procedures  • use of real ingredients and food items. |
| SITHFAB003 | **Clean Premises and equipment** | • areas to be cleaned, including a range of different surfaces such as carpet, marble, ceramic, wood, clay, rubber, vinyl, leather, woodwork, painted surfaces, crystal, mirrors and glass, terrazzo, slate and granite  • cleaning equipment and cleaning agents that reflect current industry practice, including: |
| SIRXCCS001A | Apply point of sale handling procedures | • a real or simulated work environment  • relevant documentation, such as:  -stock, inventory and price lists  - financial transaction dockets and slips  - lay-by, credit and product return slips  - store policy and procedures manuals  • a range of point-of-sale equipment. |

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| **Resource Requirements** |
| The Industry Curriculum Framework Information Package (ICFIP) provides information on required resources. Evidence of resource requirements includes completion of the ICFIP equipment checklists and the Quality Assurance sign-off of that checklist by the School Principal. A copy of a completed copy of the ICFIP resource requirements checklist is available to support this LAS  The school has evidence that it satisfies both the **Range Statement** and **Evidence Guide** of the units of competency listed in this LAS  **School resources**:  **Outside Resources** ( agreement established): |